



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Special Populations & Programs Recovery Manager
Division of Systems and Supports, K-12

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

The Office of Special Populations and Programs within OSSE's Division of Systems and Supports, K-12, manages complex systems to meet the needs of special populations of students in the District of Columbia, as well as students educated in special settings. This office leverages state and local regulatory and fiscal supports to ensure that schools and other educational settings transform their practices to ensure student learning. We do this work with an unwavering belief that, with the right systems and supports, all students can experience success in school and in life.

The Special Populations & Programs Recovery Manager is a vital position in OSSE's programming related to the District of Columbia's recovery from the coronavirus pandemic and related school closures. Through federal emergency funding, including the American Rescue Plan's Elementary and Secondary School Emergency Relief for Homeless Children and Youth (ARP-HCY) and Emergency Assistance for Nonpublic Schools (EANS), OSSE's Office of Special Populations and Program administers new grants and fiscal support programming for local education agencies, nonpublic schools, and community-based organizations. The Special Populations & Programs Recovery Manager will oversee these initiatives through overall program management, supervision of assigned staff, and management of federal reporting requirements.

Specific functions of the Special Populations & Programs Recovery Manager include:

- Project manage federal emergency relief grant and fiscal support programs, including grant and other fiscal program design and implementation, fiscal management, and reporting.
- Supervise staff assigned to special populations and programs recovery programming.
- Design and implement partnerships with organization(s) well-positioned to serve the needs of underserved children, youth and families experiencing homelessness in the District of Columbia.
- Represent the Office of Special Populations and Programs in agency- and city-level collaboration on coronavirus pandemic recovery, including preparing internal and external reports and presentations.

Key qualifications for the role include:

- Three or more years of experience in grants management, preferably in the education sector.
- Two or more years of experience in supervision.
- Exemplary fiscal and program management skills, with a focus on grants and/or similar programming that uses public funds.

Our ideal candidate will also have:

- Experience working with special populations or administering programming designed for special populations.
- Experience interpreting requirements into program design and implementation.
- Knowledge of the education sector in the District of Columbia.

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.